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MASON TRANSIT AUTHORITY

The attached minutes of the Mason Transit Authority regular meeting held on the 17th day of September, 2024 were approved by the Mason Transit Authority Board, by motion, on this 15th day of October, 2024.

Signed by:
Eric Onisko
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Eric Onisko, Chair

DocuSigned by:
John Sheridan
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John Sheridan, Vice Chair

Cyndy Brehmeyer, Authority Member

Richard Lee, Authority Member

Wes Martin, Authority Member

Signed by:
Randy Neatherlin
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Randy Neatherlin, Authority Member

DocuSigned by:
Ryan Spurling
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Ryan Spurling, Authority Member

Signed by:
Kevin Shutty
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Kevin Shutty, Authority Member

Signed by:
Sharon Trask
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Sharon Trask, Authority Member

ATTEST: DocuSigned by:
Tracy Becht
72AD7A4E0D2C4A3...
DATE: 10/25/2024
Tracy Becht, Clerk of the Board

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Mason Transit Authority
Minutes of the Regular Board Meeting
September 17, 2024
Virtually and at
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

OPENING PROTOCOL

1. **CALL TO ORDER:** 1:00 p.m.

2. **ROLL CALL AND DETERMINATION OF QUORUM**

Authority Voting Board Members Present at T-CC: Board members Eric Onisko, Chair; John Sheridan, Vice Chair; Cyndy Brehmeyer, Richard Lee, Ryan Spurling and Sharon Trask.

Authority Voting Board Members Present via Zoom: Wes Martin and Randy Neatherlin. *Quorum met.*

Authority Voting Board Members Not Present: Kevin Shutty.

Authority Non-voting Board Member Not Present: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present at T-CC: John Piety

MTA Staff present at T-CC: Amy Asher, General Manager; Haley Dorian, Human Resources Generalist; Jason Rowe, Operations Manager; Paul Bolte, Facilities & Fleet Maintenance Manager; Tyler Hildebrandt, IT Administrator; and Tracy Becht, Clerk of the Authority Board.

Others Present at T-CC: Rob Johnson, Legal Counsel.

3. **PUBLIC COMMENT** – No member of the public attended the meeting in person. None present in the conference room or on-line.

4. **APPROVAL OF AGENDA**

Moved that the agenda for the September 17, 2024 Mason Transit Authority (MTA) regular board meeting be approved as presented. **Sheridan/Trask. Motion carried.**

5. **CONSENT AGENDA**

Moved to approve Consent Agenda item A and B as follows and as presented:

A. July 16, 2024 MTA regular Board meeting minutes.

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B. **July:** Payments of July 1, 2024 through July 31, 2024 financial obligations on checks #38820 through #38924, as presented for a total of $3,042,694.83

B. **August:** Payments of August 1, 2024 through August 31, 2024 financial obligations on checks #38925 through #39008, as presented for a total of $655,399.23.

Sheridan/Trask. Motion carried.

6. ACTION ITEMS

New Business

A. **Additional FTE in Dispatch.** Amy Asher, General Manager, described the need to approve the hiring of a new FTE for Dispatch. Prior to the pandemic, MTA had seven dispatchers. During the pandemic, the number of dispatchers was reduced and additional technology was added whereby the public could arrange their own rides. For the past two years, ridership has been increasing and while the Operations Manager, Jason Rowe, and others have been covering shifts while dispatchers are on leave, absent or vacation, it is happening with more frequency and the overtime is becoming a factor. In 2023 there were 130 overtime hours and in 2024, there have been 150 hours to date. A Board member inquired (a) given the added technology and its impact on scheduling, this was the leveling out effect, and (b) what will the cost be to MTA in the next year. Ms. Asher responded that, yes, this was the leveling out effect; and with salary and benefits, the new FTE will cost MTA approximately $108,000 in 2025. **Moved** that the Mason Transit Authority Board amend the 2024 Budget to include the hiring of a new FTE for an additional Dispatcher of the Operations team. **Trask/Sheridan**. **Motion carried**.

7. STAFF AND INFORMATION REPORTS:

1. Management Reports.

- **General Manager**.
  - Ms. Asher shared that she and Paul Bolte, together with Board member Richard Lee and John Piety, Citizen Advisor to the Board attended the Public Transportation Conference & Vendor Expo. She described the learning lessons relating to construction management and alternative fuel (hydrogen) exploration, as well as diversity of resources.

- **Finance**.
  - Ms. Asher indicated that Lissa McClanahan, Finance Manager, was unable to attend the Board meeting as she is at the WFOA Annual Conference in Spokane, where she will learn of finance and budgeting processes and meeting her peers. Ms. McLanahan will also be attending another finance-related training in the Tri-Cities. Following

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those two trainings, she will then attend a FTA procurement training which will be held in Seattle.

- Managers and Ms. Asher have been meeting with Ms. McClanahan as the budget begins to be assembled.

- Ms. Asher summarized the information contained in the Financial Reports and correcting the cost of $1.89/gal. for the diesel fuel in August.

- Ms. Asher shared that she is holding off getting reimbursed operations grants while the audit is ongoing. Once the 2022 audit is completed, she will then submit for reimbursement.

- The 2022 audit is still ongoing for the 10 year, $10M park and ride project as the project documentation was not done correctly and should have been tracked differently. Ms. Asher also indicated that there are issues with a software that ended in 2020 and trying to track down costs covered by that software.

- **Maintenance.** Paul Bolte, Facilities and Fleet Maintenance Manager, discussed the various summer projects being wrapped up as fall begins, as well as fuel prices, and working on park & ride projects to be finished before winter. He shared a park & ride vandalism issue with sprinkler systems and that they keep getting torn out after MTA replaces them. Sheriff Spurling asked about ownership of the land on the backside of the Pickering Park & Ride as the fencing has been damaged and could present future issues for the landowner. MTA does not own that land.

- **Operations.** Jason Rowe, Operations Manager, shared that MTA has experienced really great exposure through its special events service. He also indicated that the summer ridership was better than expected, especially with youth ridership, as it is an economical way for them to travel. Also, there is now a focus on promoting rides to vote and registering to vote. Already seeing an uptick with the August primaries and expecting more in November. There is a new class of four drivers that has just begun. As a final note, Mr. Rowe spoke of the service improvement survey and that most of the comments have been positive. The Ops team will use the survey as a tool to identify where MTA can provide more service to riders.

8. COMMENTS BY BOARD:

- Board member Brehmeyer inquired about ridership on the route to McCleary and Mr. Rowe indicated that there is an average of 5-9 riders daily both ways.
- Board member Trask asked if MTA would have a booth at Oyster Fest and that it is always great to MTA's presence at the many events.
- Vice Chair Sheridan expressed that he thought that it was a good sign that only 43.3% of revenue has been spent through September.
- Board member Lee praised driver Dennis Hillman, whom he met outside of the dialysis center. He shared that he learned a lot about MTA's service from Dennis and that it was clear he was a knowledgeable resource. Ms. Asher indicated that she and Mr. Rowe will be meeting with the dialysis staff soon to see how MTA can better serve those that seek dialysis treatment.

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9. UPCOMING MEETING

Note Location

Mason Transit Authority
Regular Meeting
October 15, 2024 at 1:00 PM
MTA Belfair Park & Ride Conference Room
25250 NE SR3
Belfair

Moved that the meeting be adjourned.

10. ADJOURNED: 1:24 PM